



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON, SCHWEINFURT
CMR 457
APO AE 09033

AUG 4 2006

IMEU-SWF-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1-11, Department of Defense Civilian Employee Rotation Policy

1. References:

- a. Title 5 and Title 10 United States Code
- b. Code of Federal Regulations, Part 301, 1 Jul 01
- c. DoD Directive 1400.25-M, Department of Defense Civilian Personnel Manual, Chapter 301.4, Overseas Employment, 3 Dec 96
- d. DoD Manual 1400.20-1-M, Department of Defense Program for Stability of Civilian Employment, 1 Sep 90
- e. DoD Directive Number 1400.25, Department of Defense Civilian Personnel Management System, 25 Nov 66
- f. AR 690-300, Employment, 8 Dec 94
- g. AE Supplement to AR 690-300.301, Overseas Employment, 17 Mar 06
- h. Assistant Secretary of Defense Memorandum, Five-Year Rule Limitation on Foreign Employment, 26 Mar 77
- i. IMA Europe Policy Memorandum #1-11, Department of Defense Civilian Employee Rotation Policy

2. Purpose: To establish the USAG Schweinfurt Rotation Plan.

3. Policy:

a. Requests for extension of overseas tours beyond five years will be based on significant mission requirements, career development considerations, or situations of a humanitarian nature. The following are examples:

(1) An organization's mission will be seriously harmed if the employee leaves (i.e., the employee is engaged in an important special project that cannot be handled effectively by another individual without significant delay and/or cost).

(2) Employee was recently promoted or assigned to a new and challenging position (less than 12 months before the current tour ending date), and management has decided that his/her remaining in the foreign area for an additional tour will enhance the employee's career development.

(3) The employee wants his/her child to complete the current school year or to allow the employee or an employee's family member to continue medical treatment before traveling to a new location. In this case, a short-term extension (6 months or less) of the current tour might be approved.

This policy memorandum supersedes Policy Memorandum #1-11, dated 14 Sep 04 and remains in effect until superseded or rescinded

b. Officials with the authority to approve tour extensions must consider the following factors when evaluating a tour extension request:

- (1) Mission and operational impact.
- (2) Individual's special/unique qualifications, and an analysis of the ability of such qualifications in the applicant pool.
- (3) The impact (financial, operational, efficiency, manpower, political, etc.) of a decision to not extend the individual.
- (4) Consistency in application of the tour extension policy.
- (5) Rational for the recommended period of extension.
- (6) The employee's current performance rating must be fully successful or better.
- (7) The employee has current knowledge, skills, and abilities required in the job.
- (8) The employee has successfully adapted to the overseas work and cultural environment.

c. Consistency in application of the tour extension policy.

d. Will the extension result in the employee's loss of return rights.

e. The effect the extension will have on placement of surplus employees.

f. All preceding employment with the Department of Defense in a civilian, appropriated fund capacity overseas shall be included in computing the five-year period, except service that was interrupted by residence in the United States or other non-foreign areas.

g. Employees serving in the following positions are exempt from the DoD 5-Year limitation on overseas employment:

(1) Employees in positions that require frequent contact with officials of the host nation and a detailed current knowledge of the culture, laws, customs, or government processes of the host nation, which usually cannot be acquired outside the host nation. A position will not be placed in this category unless the position description clearly specifies that the above duties and special knowledge are required. A requirement to speak the host-country language and have frequent contact with officials of the host nation is not sufficient reasons to automatically designate a position exempt.

(2) Family members of military or civilian DoD employees, not serving under their own transportation agreement.

(3) Employees in the Senior Executive Service (SES).

(4) Employees who were employed in a foreign area continuously since 1 April 1966, regardless of grade.

(5) As of 24 August 1988, employees employed in GS-6 or below, or non-supervisory wage grade positions that are currently exempt from rotation, may

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continue to be exempt as long as they remain continuously employed at those levels.

(6) Employees who are appointed to an Overseas Limited Appointment of indefinite duration.

(7) Some employees who are serving on excepted service appointments.

4. Point of contact for this action is Director, Human Resources at 354-1550 or 1770, 09721-961550.

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ANTHONY E. HAAGER
LTC, QM
Commanding

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